

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: June 4, 2014
NO: M18-14

CLASSIFICATION TITLE
EPIDEMIOLOGIST
(Health Department)

SALARY RANGE
\$43,419 - \$64,873

FILING OF APPLICATION

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, Canton, OH 44702, or application may be printed from www.cantonohio.gov by clicking on “City Services”, “Civil Service”, and then “View City Jobs”. Applicant must submit a copy of their valid driver’s license, a current resume, unofficial college transcripts, copy of Epidemiology Certificate if applicable, and any other documentation pertaining to this position with completed application and return to the Civil Service Office by the filing deadline of **Thursday, July 3, 2014 at 4:30 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills, epidemiology knowledge or experience, as well as disease reporting and investigating.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver’s License.

MINIMUM QUALIFICATIONS

Applicant must have a minimum of a Bachelor’s degree in science or a health related field. Completion of at least one master’s level course in biostatistics or epidemiology is preferred. This criterion must be fulfilled within one year of hiring. Applicant must complete the CDC home study course on the Principles of Epidemiology within six months of hiring.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requires the ability to communicate effectively using good writing and public speaking skills. Must be proficient in the use of computer and technology to communicate using word processing software, PowerPoint or other presentation software, e-mail, and other Internet technologies. Posses a good command of the English language. Possess good organizational skills. Be able to work effectively in groups. Have effective data management skills. Be proficient in the use of various computer software programs such as EpiInfo, Microsoft Access, Spreadsheets, and other statistical software. Have good data analysis skills, including: ability to apply appropriate statistical tests, ability to use appropriate summary statistics, ability to apply program evaluation skills to surveillance systems and other public health programs. Ability to manage confidential information in compliance with federal, state, and local laws, rules, and guidelines.

*****IMPORTANT NOTICE TO VETERANS*****

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person’s total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member’s initial entry-level training shall receive a credit of fifteen percent (15%) of the person’s total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.
THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once the list has been established, your name will remain on the list for a period of one (1) year.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio driver’s license or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

GENERAL STATEMENT OF DUTIES

An Epidemiologist is responsible for the study of the frequency and distribution of diseases, and risk factors for diseases, within a human population and environments. Specific duties include, but are not limited to: the measure of the incidence of disease occurrence and its relationship to different characteristics of the population under study; the development and refining of methods to measure and evaluate the occurrence of disease in a population; assessing and recommending public health policy; study and research of chronic diseases, infectious disease, disease outbreaks, and injuries; design and evaluation of disease surveillance systems; coordination of epidemiology services with other health department staff, other epidemiologists in Stark County, and the regional epidemiology response team; work closely with advisory groups such as the Stark County Disease Reporting and Advisory Committee to implement and provide epidemiology services for all of Stark County.

BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator